

ORDER FOR SUPPLIES OR SERVICES (FINAL)

PAGE 1 OF

2

1. CONTRACT NO. N00178-11-D-6682		2. DELIVERY ORDER NO. V701		3. EFFECTIVE DATE 2015 Sep 28		4. PURCH REQUEST NO. 1300428862		5. PRIORITY DO-A7			
6. ISSUED BY SPAWAR-Systems Center Lant (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022 Vandy P Inman/22210 843-218-2342				7. ADMINISTERED BY DCMA ATLANTA 2300 LAKE PARK DRIVE, SUITE 300 SMYRNA GA 30080		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)					
9. CONTRACTOR SPARC, LLC 2387 Clements Ferry Road Charleston SC 29492				10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO See Section D				15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER		DELIVERY/ CALL		X		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.					
		PURCHASE				Reference your furnish the following on terms specified herein.					
						ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.					
SPARC, LLC				Ashley Long Proposal Coordinator							
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)					
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES		20. QUANTITY ORDERED/ ACCEPTED *		21. UNIT		22. UNIT PRICE		23. AMOUNT	
		See Schedule									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL		\$31,263,940.68	
				BY: /s/Erica Smoak 09/28/2015 CONTRACTING/ORDERING OFFICER				26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
				PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
f. TELEPHONE		g. E-MAIL ADDRESS		FINAL							
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE				34. CHECK NUMBER			
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		PARTIAL				35. BILL OF LADING NO.			
FULL											
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 2 of 2	FINAL
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GENERAL INFORMATION

PMW220 ENTERPRISE BUSINESS SOLUTIONS IPT TECHNICAL OPERATIONS SUPPORT

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 1 of 56	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	D307	PWS Tasking 3.2 (O&MN,N)	1.0	LO	\$13,516,813.01	\$704,225.96	\$14,221,038.97
700001	D307	PR: 1300528097 ACRN AE: Labor for PWS 3.2 DOC: OMN DC COST CODE: A00003079078 JON: BS-220015.0101010145 (O&MN,N)					
700002	D307	PR: 1300528099 ACRN AG: Labor for PWS 3.2 DOC: OMN DC COST CODE: 414215G2521Q NWA: 100001012472 0060 (O&MN,N)					
7001	D307	PWS Tasking 3.2 (WCF)	1.0	LO	\$2,564,719.65	\$141,572.52	\$2,706,292.17
700101	D307	PR: 1300526420-0001 ACRN AA: Labor for PWS 3.2 DOC: WCF DC COST CODE: A10003062973 NWA: 100000955404 0020 (WCF)					
700102	D307	PR: 1300527885 ACRN AC: Labor for PWS 3.2 DOC: WCF DC COST CODE: A00003077194 NWA: OG-000001.030402 (WCF)					
700103	D307	PR: 1300526728 ACRN AS: Labor for PWS 3.2 DOC: WCF DC COST CODE: A00003068750 NWA: 400000023646 0080 (WCF)					
7002	D307	PWS Tasking 3.3 (O&MN,N)	1.0	LO	\$4,330,254.32	\$252,453.83	\$4,582,708.15
700201	D307	PR: 1300528099 ACRN AJ: Labor for PWS 3.3 DOC: OMN DC COST CODE: 414215E2521Q NWA: 100001012472 0040 (O&MN,N)					
700202	D307	PR: 1300528099 ACRN AL: Labor for PWS 3.3 DOC: OMN DC COST CODE: 414215G2521Q NWA: 100001012472 0070 (O&MN,N)					
700203	D307	PR: 1300528099 ACRN AN: Labor for PWS 3.3 DOC: OMN DC COST CODE: 414215G2521Q NWA: 100001012472 0050 (O&MN,N)					
7003	D307	PWS Tasking 3.2 (WCF)	1.0	LO	\$4,317,764.55	\$264,720.50	\$4,582,485.05
7004	D307	PWS Tasking 3.4 (O&MN,N)	1.0	LO	\$3,782,531.49	\$179,291.99	\$3,961,823.48
700401	D307	PR: 1300528099 ACRN AQ: Labor for PWS 3.4 DOC: OMN DC COST CODE: 414215E2521Q NWA: 100001012472 0030					

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 2 of 56	FINAL
----------------------------------	----------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		(O&MN,N)					
7100	D307	PWS Tasking 3.2 (O&MN,N) Option	1.0	LO	\$9,651,435.27	\$502,764.55	\$10,154,199.82
7101	D307	PWS Tasking 3.2 (WCF) Option	1.0	LO	\$6,854,803.30	\$378,785.62	\$7,233,588.92
7102	D307	PWS Tasking 3.3 (O&MN,N) Option	1.0	LO	\$4,366,783.54	\$255,009.80	\$4,621,793.34
7103	D307	PWS Tasking 3.3 (WCF) Option	1.0	LO	\$4,309,291.90	\$253,876.23	\$4,563,168.13
7104	D307	PWS Tasking 3.4 (O&MN,N) Option	1.0	LO	\$4,098,119.37	\$194,181.91	\$4,292,301.28
7200	D307	PWS Tasking 3.2 (O&MN,N) Option	1.0	LO	\$9,428,849.52	\$478,247.09	\$9,907,096.61
7201	D307	PWS Tasking 3.2 (WCF) Option	1.0	LO	\$6,653,296.45	\$358,429.76	\$7,011,726.21
7202	D307	PWS Tasking 3.3 (O&MN,N) Option	1.0	LO	\$4,206,113.02	\$240,092.10	\$4,446,205.12
7203	D307	PWS Tasking 3.3 (WCF) Option	1.0	LO	\$4,151,040.50	\$238,950.52	\$4,389,991.02
7204	D307	PWS Tasking 9.4 (O&MN,N) Option	1.0	LO	\$4,045,294.14	\$186,394.80	\$4,231,688.94

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D307	ODC in support of CLIN 7000 (O&MN,N)	1.0	LO	\$532,634.79
900001	D307	PR: 1300528097 ACRN AF: ODC for PWS 3.2 DOC: OMN DC COST CODE: A00003079078 JON: BS-220015.0101010145 (O&MN,N)			
900002	D307	PR: 1300528099 ACRN AH: ODC for PWS 3.2 DOC: OMN DC COST CODE: 414215G2521Q NWA: 100001012472 0060 (O&MN,N)			
9001	D307	ODC in support of CLIN 7001 (WCF)	1.0	LO	\$100,701.13
900101	D307	PR: 1300526420-0001 ACRN AB: Travel for PWS 3.2 DOC: WCF DC COST CODE: A10003062973 NWA: 100000955404 0020 (WCF)			
900102	D307	PR: 1300527885 ACRN AD: Travel for PWS 3.2 DOC: WCF DC COST CODE: A00003077194 NWA: OG-000001.030402 (WCF)			
900103	D307	PR: 1300526728 ACRN AT: ODC for PWS 3.2 DOC: WCF DC COST CODE: A00003068750 NWA: 400000023646 0080 (WCF)			

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 3 of 56	FINAL
----------------------------------	----------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9002	D307	ODC in support of CLIN 7002 (O&MN,N)	1.0	LO	\$167,837.10
900201	D307	PR: 1300528099 ACRN AK: ODC for PWS 3.3 DOC: OMN DC COST CODE: 414215E2521Q NWA: 100001012472 0040 (O&MN,N)			
900202	D307	PR: 1300528099 ACRN AM: ODC for PWS 3.3 DOC: OMN DC COST CODE: 414215G2521Q NWA: 100001012472 0070 (O&MN,N)			
900203	D307	PR: 1300528099 ACRN AP: ODC for PWS 3.3 DOC: OMN DC COST CODE: 414215G2521Q NWA: 100001012472 0050 (O&MN,N)			
9003	D307	ODC in support of CLIN 7003 (WCF)	1.0	LO	\$165,112.50
9004	D307	ODC in support of CLIN 7004 (O&MN,N)	1.0	LO	\$243,307.34
900401	D307	PR: 1300528099 ACRN AR: ODC for PWS 3.4 DOC: OMN DC COST CODE: 414215E2521Q NWA: 100001012472 0030 (O&MN,N)			
9100	D307	ODC in support of CLIN 7100 (O&MN,N) Option	1.0	LO	\$351,149.41
9101	D307	ODC in support of CLIN 7101 (WCF) Option	1.0	LO	\$252,621.51
9102	D307	ODC in support of CLIN 7102 (O&MN,N) Option	1.0	LO	\$161,872.12
9103	D307	ODC in support of CLIN 7103 (WCF) Option	1.0	LO	\$159,182.74
9104	D307	ODC in support of CLIN 7104 (O&MN,N) Option	1.0	LO	\$321,054.86
9200	D307	ODC in support of CLIN 7200 (O&MN,N) Option	1.0	LO	\$361,377.07
9201	D307	ODC in support of CLIN 7201 (WCF) Option	1.0	LO	\$259,979.42
9202	D307	ODC in support of CLIN 7202 (O&MN,N) Option	1.0	LO	\$166,586.84
9203	D307	ODC in support of CLIN 7203 (WCF) Option	1.0	LO	\$163,819.13
9204	D307	ODC in support of CLIN 7204 (O&MN,N) Option	1.0	LO	\$330,405.98

THIS IS A COST PLUS FIXED FEE, LEVEL OF EFFORT TYPE ORDER.

The number of hours estimated for this LOE tasking is 927,360 hours (309,120 per year). In performing the requirements of this order, the contractor may use any combination of hours from the labor categories approved at the basic contract level, so long as the estimated total cost and the funded amount to date for the order is not exceeded and the total number of hours provided does not exceed the estimated number of hours by more than

CONTRACT NO.	DELIVERY ORDER NO.	PAGE	FINAL
N00178-11-D-6682	V701	4 of 56	

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CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 5 of 56	FINAL
----------------------------------	----------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

C-302 SPECIFICATIONS/STATEMENT OF WORK (DEC 1998)

Work under this contract shall be performed in accordance with the following Performance Work Statement (PWS):

PMW220 ENTERPRISE BUSINESS SOLUTIONS IPT TECHNICAL OPERATIONS SUPPORT

SECTION C – DESCRIPTION/SPECS/WORK STATEMENT

SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

Work under this performance-based task order shall be performed in accordance with the following description/ specifications/ statement of work (SOW) which herein shall be referred to as Performance Work Statement (PWS):

1.0 PURPOSE

The purpose of this task order is to provide technical operations sustainment, audit, engineering change proposal (ECP) and special project, and knowledge transfer support services to the SSC-Atlantic Navy Enterprise Business Solutions (EBS) IPT (Integrated Product Team).

1.1 BACKGROUND

The Navy Enterprise Resource Planning (ERP) Program is a designated Acquisition Category I (ACAT I), Major Automated Information System (MAIS) within the Department of Defense (DoD). Navy ERP is responsible for the configuration, custom development, deployment, maintenance, and operations of the Navy's ERP system. This system is built upon the SAP Enterprise Resource Planning software solution and its many components. Key functionality deployed to selected Navy Commands includes:

- Finance (General Fund and Navy Working Capital Fund)
- Plant Supply
- Workforce Management
- Acquisition / Program Management
- Procurement for Public Sector (Supplier Relationship Management (SRM) Grants Management)

The Program met full deployment criteria in December 2013 and officially transitioned to sustainment. The system is currently supported by four organizations: : Space and Naval Warfare (SPAWAR) Service Center (SSC) Atlantic, Naval Supply Systems Command (NAVSUP) Business System Center (BSC), Office of Naval Research (ONR), and Program Executive Office for Enterprise Information Systems (PEO-EIS) PMW 220 EBS program office.

1.2 SCOPE

The scope of this task order (TO) PWS identifies the work to be executed in support of PEO-EIS PMW 220, Navy EBS program primarily in the areas of technical operations sustainment, audit readiness support, Engineering Change Process (ECP) support, special projects, and knowledge transfer support services. Technical operations consists of general system operations, release management, testing, quality assurance (QA), information assurance (IA), technical infrastructure support, SAP BASIS administration, and tool administration as described in section 3.0 of this PWS. The contractor shall work within the SSC-Atlantic Navy EBS IPT to plan and execute work.

NOTE: Work will not be performed in Afghanistan.

2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 6 of 56	FINAL
----------------------------------	----------------------------	-----------------	-------

All work shall be accomplished using the best commercial practices and current acceptable industry standards. For purposes of bidding, the following documents are not exclusive; however, all contractors shall be able to meet those cited when applicable to the task order.

2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use.

	Document Number	Title
a.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPO) dtd 28 Feb 06
b.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
c.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
d.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
e.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
f.	DoDD 8500.1	DoD Directive – Information Assurance
g.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
h.	DoDI 8500.02	DoD Instruction – Information Assurance (IA) Control-MAC II-Sensitive
i.	DoDI 8510.01	DoD Instruction – Information Assurance Certification and Accreditation Process, 28 Nov 07 [rescinded by DoD]
j.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
k.	DoDD 8570.01	DoD Directive – Information Assurance Training, Certification, and Workforce Management dtd 15 Aug 04
l.	DoD 8570.01-M (to be updated to DoD 8140)	Information Assurance Workforce Improvement Program (Information Resource Management, Knowledge/Skills-Based Workforce) dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
m.	SECNAV M-5239.2	DON Information Assurance Workforce Management Manual dtd May 2009
n.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
o.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
p.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
q.	SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
r.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
s.	N/A	Government Accounting Office (GAO), Federal Information System Controls Audit Manual (FISCAM), February 2009

2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 7 of 56	FINAL
----------------------------------	----------------------------	-----------------	-------

	Document Number	Title
a.	MIL-HDBK-61A	Configuration Management
b.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
c.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property, Apr 27,2012
d.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
e.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
f.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
g.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
h.	IEEE Std 12207-2008	Systems and Software Engineering – Software Life Cycle Processes
i.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
j.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
k.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
l.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
m.	N/A	SSC Atlantic Contractor Checkin portal – https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin

2.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

3.0 PERFORMANCE REQUIREMENTS

The work and work products described below are required to support and operate ongoing routine and exceptional operations of the Navy ERP system, related systems, and technical components.

All work performed shall be in compliance with DODI 8510.01, Nov 07 and DoDI 8500.2, MAC II, Sensitive information assurance criteria until the Navy officially transitions to the DoDI 8510.01, Risk Management

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 8 of 56	FINAL
----------------------------------	----------------------------	-----------------	-------

Framework, March 2014 criteria. The contractor shall support and assist in the PMW-220 RMF transition across all activities performed.

Note: In compliance with SPAWARINST 4720.1A – SPAWAR Modernization and Installation Policy, all task order installation work performed aboard Navy ships and Navy shore sites is under Installation Management Office (IMO) supervision; otherwise, a formal exemption request has been approved. In accordance with the Fleet Readiness Directorate Standard Operating Procedure (FRD SOP), COMSPAWARSYSCOM letter Ser FRD/235 dated 24 Apr 12, the contractor shall, ensure proper notification and status updates of installation work performed outside of SSC Atlantic respective Areas of Responsibilities (AORs) are provided to the SPAWAR Officer in Charge (OIC) or applicable Geographic Lead.

3.1. RELEVANT EXPERIENCE

3.1.1 Technical tool domain capability

The contractor shall provide functional and technical expertise supporting of a wide range of Department of Navy (DoN) and DoD Business IT systems. Systems will range from client-server applications, employing interactive and batch processes, to customized web-based solutions, operating in a distributed or standalone environment. Such expertise must include, at a minimum:

- a. The SAP Inc. (SAP) Enterprise Resource Planning System and its components
- b. Middleware or service bus technical solution (e.g., WebSphere, WebMethods, etc.)
- c. The Oracle relational data base management system

3.1.2 Business Systems Functionality

The contractor shall provide expertise in supporting and complying with DoN and DoD enterprise initiatives including business functionality (as deployed within an ERP system) including, at a minimum:

- a. Financial Management
- b. Supply Operations
- c. Workforce Management
- d. Acquisition / Program Management

3.2 SUSTAINMENT

3.2.1 Common Activities

The Contractor shall provide services in support of the following common or general activities for all tasks and work activities subsequently identified within Paragraph 3.2 unless specifically and mutually identified as not required.

1. Meet all relevant and required documentation and configuration management requirements
2. Execute the appropriate diagnosis, mitigation, testing, and implementation requirements for all issues, failures or anomalies as required
3. Ensure the awareness and assessment of appropriate IT security and Information Assurance information and the full required change or mitigation onto the appropriate components or environments
4. Complete progress, status, and exception reporting as required
5. Produce key metrics reports and respond to related and appropriate data calls as required
6. Develop, maintain and utilize standard processes as necessary

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 9 of 56	FINAL
----------------------------------	----------------------------	-----------------	-------

7. Develop appropriate procedures and measurements to ensure the quality, efficiency, and timeliness of the overall release process (e.g., software configuration management and version control)
8. Apply continuous process improvement techniques and update procedures to ensure they evolve with changing requirements, technological innovations and industry best practices
9. Participate on ad-hoc or special teams, IPTs, or work sessions as appropriate
10. Coordinate and work with other teams, organizations, or functions as appropriate to build, maintain, monitor, resolve issues, and operate the Navy ERP systems and components
11. Conduct appropriate risk analysis and develop and deploy appropriate mitigations strategies as warranted
12. Provide the required information and participate in mandatory Systems Engineering reviews as they occur
13. Follow prescribed incident reporting techniques, tasks, and tools
14. Participate and contribute to general Program Management Office (PMO) planning and management activities as appropriate
15. Maintain 24 x 7 coverage, as appropriate in order to maintain Navy-ERP performance objectives
16. Provide and execute typical and appropriate project management techniques and work products for the coordination, direction, and status of work as necessary
17. Explain, familiarize, and educate government personnel on any related technology, process, standard, technique, approach, or tool utilized within the context of this agreement and for delivery of indicated services
18. Assist the government to achieve high continuity, availability, efficiency, integrity, and performance of system related technical, operational, and programmatic components and processes
19. Appropriately test all system changes in accordance with Navy ERP, DoN, and DoD policy and standards, and leading industry practices
20. Provide off hour support in response to critical situations or system failures

3.2.2 General System Operations

The Contractor shall provide services in support of general operations activities necessary for the daily batch and online operations of the Navy ERP solution and related components. The key activities are centered on the submission and execution of the batch workload via the TIVOLI Workload Scheduler (TWS) tool. The Contractor shall provide these services in support of activities related to interface jobs as well as typical batch jobs or work within the SAP system.

3.2.2.1 Batch Job Operations

The Contractor shall provide services in support of maintaining and executing the Navy ERP system's batch jobs via the TIVOLI job scheduling tool.

1. Configure in TIVOLI [in accordance with Job Scheduling Requests (JSR)] new jobs to be executed on the requested schedule with the required inter-job dependencies
2. Work with requesters to enable more accurate and complete JSRs
3. In accordance with JSR complete changes to existing jobs or various parameters guiding the execution of jobs
4. Maintain an effective batch jobs "run book" documenting the appropriate operations of the batch environment
5. Execute appropriate tests for additions or changes to the schedule

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 10 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

6. Execute and monitor the daily jobs (Production and non-production) across the Navy ERP environments on a 24x7 schedule
7. Coordinate the appropriate response, mitigation, or responses and contact the appropriate program stakeholders to address changes to the normal operating status or to resolve issues or errors with the batch schedule or other system issues during off-shifts
8. Assess the impact of external forces (e.g., hardware or application failure, tele-communications (TCOMMS) failures, planned outages, requests, etc.) on the batch schedule and initiate the appropriate job schedule changes
9. Perform other system related actions as may be defined in the JSRs

3.2.2.2 Operations Coordination

The Contractor shall provide services in support of the daily coordination of all operations activities including dynamic changes and additions to the overall operating schedule. A general production system operating characteristic, metrics, and change report (**CDRL T001**) shall be submitted quarterly.

1. Coordinate, respond, adjust, remediate, and communicate to all stakeholders with respect to ongoing daily changes to the tempo, configuration, and schedule of daily operations for the production and non-production Navy ERP technical system components
2. Prepare and deliver communications related to immediate operational issues, changes, and anomalies to all stakeholders as may be required; coordinate communications of non-immediate issues and changes with the Navy ERP Customer Service group
3. Communicate and coordinate Navy ERP operations with external service providers (e.g., data center, Navy/Marine Corps Intranet (NMCI), Help Desk, etc.)
4. When requested, provide special initiative or project coordination and oversight leadership (e.g., “war room facilitation and oversight”)

3.2.2.3 Help Desk Coordination

The Contractor shall provide services in support of coordination of program activities, high-level oversight, and activity reporting as follows. A Help Desk Activity and Service Level Report (**CDRL T002**) shall be submitted monthly. (Note that the actual Help Desk / Call Center support for the Navy ERP system is provided external to this PWS and is not in the scope of this tasking.)

1. Act as liaison and provide general coordination services between and to the Navy ERP Program, its users, and the Help Desk management
2. Coordinate the performance data collection, analysis, and reporting of the Help Desk operations and conduct regular assessments of its effectiveness
3. Maintain a clear understanding of the issues and opportunities for Help Desk services and participate in the periodic update to service levels and operating agreements
4. Coordinate and oversee the escalation of high priority issues (e.g., Help Desk tickets) to the appropriate Navy ERP personnel and provide ongoing reporting of overall ticket response metrics

3.2.3 Release Management

The Contractor shall provide services in support of production release management (e.g., software configuration management and version control) to include those activities necessary for managing and executing the systematic planning, packaging, scheduling, and release of software, technical, business, data, and access changes to the Navy ERP SAP production and non-production environments.

3.2.3.1 Release Management Activities

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 11 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

The Contractor shall provide services in support of managing the regular and off-cycle release or migration of system changes across the non-production environments and into the production environment. The contractor shall provide a Production Release After Action Report (**CDRL T003**) weekly per project schedule.

1. Manage systematic process (e.g. planning, scheduling, packaging and releasing) to the production environment; review, analyze, and document release failures and monitor corrective actions where required
2. Analyze the Hewlett Packard (HP) Quality Center (QC) tool items to ensure proper coordination of production scheduling requirements with BSC (The HP QC tool is the central information repository for all work activities within Navy ERP.)
3. Monitor release processes to recommend improvements to the Program's Management
4. Monitor planned work and release items to ensure appropriate quality and completeness prior to preparation for production release
5. Support Release Manager Working Group (RMWG) meetings as required to obtain alignment on release dependencies
6. Support and lead Technical Change Control Board (TCCB) meetings in order to provide a controlled method of documenting and approving the movement of changes (transports), action items and maintenance activities to be conducted in the Quality and Production environments
7. Develop TCCB minutes and distribute
8. Assemble Release Notes and distribute prior to each scheduled release (the actual notes are developed outside of this PWS)
9. Develop and distribute post-release notes and itemized spreadsheets after each scheduled release
10. Coordinate software releases to ensure successful technical changes to the SAP ERP production environment
11. Analyze service level requirements and objectives as they relate to release management to satisfy the needs of users and departments
12. Provide testing and release management advice and guidance to other functions within the program to ensure consistent application and coordination of processes across Navy ERP

3.2.3.2 ChaRM Technical Administration Activities

The Contractor shall provide services in support of technical control and execution of changes to the systems utilizing the SAP Change Request Manager (ChaRM) in the Navy ERP SAP production and non-production environments as follows:

1. Create ChaRM Change Documents as requested by the Reports, Interfaces, Conversions and Enhancements (RICE) and Functional Teams or as a result of Request for Change (RFC) approvals
2. Create Transports as approved and requested by Government Functional Team Lead
3. Move Transports throughout the Navy ERP Landscapes and into production upon approval
4. Maintain Approved Production Transport tracking spreadsheet
5. Ensure review of any Middleware packages and updates by the RICE team to ensure proper version is identified prior to import. (Middleware changes are imported by the BASIS team.)
6. Maintain ChaRM Maintenance Cycles
 - 6.1 Monitor Task List to clear any errors generated
 - 6.2 Ensure all Change Documents are assigned to the correct Project and have require fields populated

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 12 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

- 6.3 Move Change documents to correct project
- 6.4 Import transports throughout the Navy ERP Landscape
- 6.5 Update Change Documents to reflect correct status
- 7. Update HP QC to reflect current status in regards to the transport and/or testing
- 8. Conduct ChaRM training for any new users

3.2.4 Regression Testing and Quality Assurance

The Contractor shall provide services in support of those activities necessary to ensure the quality, correctness, and efficiency of changes to the SAP solution, as well as the adherence to defined system engineering process and standards, and Navy ERP Program documentation standards.

3.2.4.1 Regression Testing Activities

The Contractor shall provide services in support of regular regression testing activities.

- 1. Manage/Coordinate test events (major releases, scheduled releases, and non-scheduled releases)
- 2. Execute Critical Business Process Test manual and automated test sets (Regression)
- 3. Execute manual functional change tests
- 4. Develop scripts and maintain automated test sets
- 5. Review test plans for impact to critical business processes
- 6. Validate that the functional test plans prove out the requirements for the change and are adequate to test the change during a regression event
- 7. Document and provide test event metrics
- 8. Manage access and permissions of users in the Regression Test Environment (*Q environment)
- 9. Create, update, and maintain documentation (Test strategy, Standard Operating Procedures (SoPs), Processes, Policies, etc.)
- 10. Support and participate in various decision boards in the change management process

3.2.4.2 Quality Assurance Activities

The Contractor shall provide services in support of quality reviews of technical packages (e.g., documentation) for changes to the Navy ERP solution.

- 1. Perform functional tool administration for IBM Rational Dynamic Object Oriented Requirements System (DOORS), HP QC, WorkSoft Certify
- 1.1 Manage Application Programming Interface (API) between QC and DOORS
- 1.2 Test and coordinate all upgrades
- 1.3 Manage accounts, access, permissions
- 1.4 Resolve trouble tickets
- 2. Support and enforce processes defined by systems engineering
- 3. Perform high level qualitative review of configuration items
- 4. Execute artifacts accounting and librarian functions (e.g., Tech Data Package (TDP))

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 13 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

5. Assist functional resources to ensure their documentation is complete and all other requirements are met to enter the test event
6. Build and maintain file structure for test plans in QC
7. Perform ad hoc and audit validations of configuration items, (ex TDP items, Business Process Master List (BPML), Role Matrix, Supply Data Management (SDM))
8. Maintain supporting test documentation/results
9. Provide traceability from the high level requirements of Capability Production Document (CPD) down to the artifact that satisfies the requirement (test cases or documentation)
10. Create, update, and maintain documentation: SoPs, Processes, Policies, etc.
11. Support and participate in various decision boards in the change management process
12. Monitor cross-system entries to ensure accuracy across program tools
13. Move transports into the regression testing client (using ChaRM)

3.2.5 Cybersecurity/Information Assurance

Cybersecurity (also known as Information Assurance (IA)) includes tasks which the contractor shall provide in order to protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

The Contractor shall provide services in support of activities necessary to ensure the Navy ERP solution and all components (software and hardware) are designed, configured, and maintained in accordance with all applicable DoD and Navy requirements, protocols, standard, policy, etc.

The Contractor shall also provide services in support of the identification, planning, coordination and facilitation of all certification activities. The Contractor shall support the following activities to ensure that the Navy ERP Authorization to Operate (ATO) remains intact under the current DoD Information Assurance Certification and Accreditation Process (DIACAP) as well as when the Navy transitions to the DoD Risk Management Framework information systems security criteria.

1. Conduct periodic Certification and Accreditation (C&A) efforts and update related documents and artifacts as required.
 - 1.1 Conduct assessments of Navy ERP security controls to determine if they are in-place and operating as intended to protect Navy ERP data
 - 1.2 Conduct Security Technical Implementation Guide (STIG) and security vulnerability patching compliance assessments
 - 1.3 Review and update related documentation and artifacts, e.g. E-authentication Risk Assessment, Privacy Impact Assessments, Interface Control Agreements, Service Level Agreements (SLAs), as well as others as required
 - 1.4 Perform risk analysis of noted vulnerabilities
 - 1.5 Upload C&A and other tests into the Enterprise Mission Assurance Support Service (eMASS) tool
 - 1.6 Negotiate and coordinate the flow of C&A package through the ATO approval process
 - 1.7 Conduct C&A activities in accordance with the DoD RMF in accordance with Navy directives and guidance when it emerges

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 14 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

2. Continuous Monitoring

2.1 Conduct annual security controls testing

2.2 Maintain oversight of Information Assurance Vulnerability Alert (IAVA) and security vulnerability patching activities

2.3 Perform annual STIG compliance assessments as well as quarterly spot checks

2.4 Maintain awareness of privileged users activities and maintain tool sets requires for this insight

2.5 Participate in Continuity of Operations Plan (COOP)/ Data Resource Planning (DRP)/Contingency Planning (CP), Configuration Control Board (CCB), TCCB, Enterprise Review Board (ERB), Failure Review Board (FRB) activities as well as others

2.6 Monitor Plan of Action and Milestone (POA&M) closures

2.7 Perform continuous risk analysis of events occurring within and outside of the Navy ERP system to advise the PMO of potential security impacts

2.8 Provide IA related reports and communications to internal and external entities as directed by the PMO, DoN Chief Information Officer (CIO) and other officials within the Navy ERP chain of command

2.9 Conduct continuous monitoring activities in accordance with the DoD RMF when the Navy directives and guidance emerges

2.10 Oversee Navy ERP access requests

3.2.5.1 Cybersecurity Personnel

(a) In accordance with DFAR clause 252.239-7001, DoDD 8570.01 and SECNAV M-5239.2, contractor personnel performing cybersecurity functions shall meet all cybersecurity training, certification, and tracking requirements as cited in DoD 8570.01-M prior to accessing DoD information systems.

(b) The contractor shall be responsible for tracking and reporting cybersecurity personnel, also known as Cyber Security Workforce (CSWF). See PWS Para 5.2.1.3 for CSWF Report (**CDRL T014**) requirements. Although the minimum frequency of reporting is monthly, the task order can require additional updates at any time.

3.2.5.2 Design Changes

Any equipment/system installed or integrated into Navy platform shall meet the cybersecurity requirements as specified under DoDI 8500.01.

3.2.6 Technical Infrastructure Architecture

The Contractor shall provide services in support of technical infrastructure architecture activities necessary for the effective technical design, build, configuration, operation, monitoring, issue diagnosis and issue resolution of the Navy ERP systems and infrastructure components located at Patuxent River, Maryland (primary data center) and China Lake, California (secondary backup data center). Most activities within this category will be completed at the Washington Navy Yard in Washington D.C which is the primary work location of the Navy ERP Program or a contractor supplied work space. It is anticipated that the contractor shall be required to perform this work on-site at the Patuxent River data center occasionally and onsite at the China Lake data center rarely.

The data centers provide the actual services related to the provisioning, positioning, powering, configuration, and technical administration of storage, processor, and network components for Navy ERP under the general architectural-level oversight of the Navy ERP team members providing services in this PWS. The contractor

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 15 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

shall adhere to guidance found in MIL-HDBK-61A Configuration Management and IEEE Std. 12207-2008 Systems and Software Engineering – Software Life Cycle Processes.

The Navy is currently undergoing efforts to consolidate data centers across the enterprise. The ultimate impact of the consolidation efforts on the Navy ERP data centers is unknown at this time. However, in the event one or both Navy ERP data centers are targeted for closing it is anticipated that the contractor shall be required to make more frequent visits to the data centers during the closing and transition efforts as well as the design of new Navy ERP infrastructure components.

The contractor shall be required to provide services in support of the technical management of the Navy ERP hardware and system software infrastructure components as follows:

1. Manage the technical infrastructure architecture (e.g., hardware & system software, network and data infrastructure components) ensuring ongoing appropriate levels of performance, throughput, and availability in accordance with prescribed levels described in the CPD
2. Ensure that architecture complies with evolving policy and guidance issues by DoD and the DoN CIO; support the annual DoN CIO Enterprise Architecture compliance assertion
3. Complete the necessary capacity planning activities to ensure the availability of infrastructure to support the Navy ERP software system as its workload changes over time
4. Diagnose and mitigate or correct technical issues that adversely impact the availability, throughput or performance of the production or non-production systems
5. Maintain a strategic technology plan and update yearly (A Technology and Tech Refresh Strategy with 3 & 5 year forward looking views (**CDRL T004**) shall be updated annually per project schedule.)
6. Develop a yearly technology refresh plan including a detailed deployment plan for new and modified components (A Technology Refresh schedule (**CDRL T005**) and a Technology Refresh Detailed Plan (**CDRL T006**) shall be provided annually per project schedule.)
7. Maintain and regularly reconfirm the effectiveness of all technology and processes to ensure the logical and physical integrity of the system (System integrity assurance, backup, and recovery strategy (**CDRL T007**) shall be updated annually per project schedule.)
8. Work with the appropriate organizations to secure funding and procure the required hardware components, software components, and applicable licenses
9. Manage the versions of all components to ensure that all components are near to current release levels and are covered by standard Original Equipment Manufacturer (OEM) vendor maintenance programs or services
10. Ensure components meet STIG/IAVA compliance
11. Develop and review appropriate System Change or Outage Requests (SCOR) requests for infrastructure changes to be made by data center and SAP BASIS personnel
12. Maintain close coordination and high levels of communications with the data center support teams and their managers
13. Manage the technical aspects of Navy ERP interface processing including working with partner organizations to ensure high levels of technical and operational effectiveness for all interfaces
14. Monitor the compliance of OEM requirements and licensing for the use of all technology components
15. Work with the appropriate Information Assurance team members, monitor the compliance of all IA requirements with respect to the technical components and operation of the Navy ERP system
16. Participate in recurring technical assessments, audits and reviews (e.g., SAP Technology Assessments)
17. Conduct hardware and software market research evaluations and prepare specific recommendations

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 16 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

18. Manage all DoD related repository requirements related to software, hardware and technical standards to include, but not limited to; DoN Application and Database Management System (DADMS), DoD IT Portfolio Repository (DITPR)-DON, Navy Information Dominance Approval System (NAV-IDAS), DoD Architecture Framework (DODAF), etc.
19. Work with Budget and Financial Management groups to provide technical budget plans for current and out years
20. Conduct external technical liaison with data center, NMCI, partners, and others
21. Assess delivered software with respect to adherence to SPAWARINST 5721.1B Section 508 compliance
22. Provide technical guidance and support to the IA organization
23. Provide for data assurance and data integrity through definition of backup policy and the use up-to-date backup technologies
24. Update disaster recovery test plans and execution plans and conduct periodic disaster recovery testing and exercises (A Disaster Failover Test and Exercise coming year Plan & Schedule (**CDRL T008**), Disaster Failover Test and Exercise Detailed Work Plans (**CDRL T009**) and Disaster Failover Test and Exercise After Action Report (**CDRL T010**) shall be submitted per project schedule.)
25. Document infrastructure and data center requirements, and plan for data center consolidation at both the PAX River and China Lake sites if necessary
26. Assist in troubleshooting issues with Navy ERP systems, document failures and outages in accordance with the failure reporting and corrective action system
27. Document issues, facilitate, and conduct monthly failure review boards; Failure Review & Analysis Corrective Action System (FRACAS)
28. Identify performance bottlenecks and oversee performance improvements to the production and non-production systems
29. Recommend technology changes to improve system performance
30. Provide performance metrics as required
31. Respond as appropriate to relevant data calls with respect to system components, configuration, effectiveness, licensing, or operations

3.2.7 SAP BASIS Technical Administration

The Contractor shall provide services in support of SAP BASIS technical administration activities necessary for the effective technical design, build, configuration, operation, and issue diagnosis of the Navy ERP SAP systems and components. This includes a single Production instance and typically up to 12 non-Production instances. Note that formal SAP Roles Security Administration for the systems as a whole is NOT included in this effort.

The Contractor shall provide services in support of the following technical BASIS activities.

1. Execute the analysis, design, build and configuration activities necessary for the initial build and periodic refresh of all components for the SAP environments (e.g., clients, instances, data files, etc.)
2. Perform performance, sizing, capacity, and throughput monitoring of the Navy ERP non-Production systems
3. Ensure that adequate backup and recovery processes are available and operational in order to maintain the integrity of all systems in the event of system or component failure
4. Execute data base administration and Data Base Management System (DBMS) administration support for

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 17 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

the Oracle DBMS and SAP MAX DB systems and data bases including the building, monitoring, and tuning of data bases to support the SAP solution

5. Maintain and monitor Navy ERP printer tables and other SAP configuration tables as needed
6. Work closely with and support other Navy ERP stakeholders (e.g., RICE, Functional Teams, Testers, Roles Security, etc.) as needed to solve functional, data, access, or other technical issues with the system
7. Capture and provide the appropriate system data to respond to data calls or the measurement of performance metrics

3.2.8 Program Tool Technical Administration

The Navy ERP Program utilizes and relies on a variety of technical tools (e.g., librarian, repository, testing, debugging, code development, etc.) to enable effective business and technical processes and information. The Contractor shall provide services in support of the technical administration activities required to install, configure and maintain (e.g., administer) the tools based on business, technical, standardization, and process requirements identified by other functions within the Navy ERP program or user base.

The contractor shall provide services in support of the following technical tool administration requirements.

1. Execute the technical analysis, design, build and configuration activities necessary for the initial build and periodic refresh of all Program tools
2. Provide ongoing assessment of the readiness of the tools (e.g., capacity planning, performance monitoring, etc.)
3. Assess and report licensing requirements and compliance of the tools
4. Provide assessment and diagnosis of the tools in the event of issues or processing anomalies
5. Coordinate and work with OEM and data center personnel to diagnose and correct technical issues with the tools
6. Ensure ongoing backup capabilities to ensure minimal disruption in the event of tool failure
7. Conduct assessments and market research in order to provide ongoing information to enable the program to assess the effective capability of currently owned or tools being considered

3.3 ENGINEERING CHANGE PROPOSALS (ECPs) and SPECIAL PROJECTS

PMW220 and Navy ERP offer the opportunity for extension of the existing functionality and technical capability to other parts of the Navy as well as the addition of new functionality into the Navy ERP solution. The objectives of this task (3.3) include the work associated with acting on (e.g., requirements definition, design, development and deployment) future capabilities and opportunities directed by higher authority. These opportunities may come about from the decision to simply add new capability into Navy ERP or PMW220; or from retiring existing systems and incorporating the retired systems' capability into the Navy ERP system. The contractor shall analyze requirements, propose and approach, and design system solutions to incorporate the new functionality as requested. In order to support the Navy's decision process, potential ECPs, emerging technology or performance enhancements need to be analyzed and related Navy ERP solution alternatives identified and evaluated. In addition to this analysis and design, activities described in section 3.2 may also be required for new functionality.

3.4 AUDIT

The Contractor shall provide support services for emerging audit requirements necessary to demonstrate the proper implementation of controls to auditors as required by GAO, Federal Information System Controls Audit Manual (FISCAM), February 2009. The Contractor shall provide services in support of audit related activity

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 18 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

for all Sustainment (3.2) and ECP/SPECIAL PROJECT (3.3) tasks.

1. Accept and review DRLs (Document Request Lists) from the Audit and other Navy audit support groups
2. Understand Audit requirements (e.g., meetings, documents, observations, etc.) to complete initial review
3. Map the requirements to the appropriate subject matter areas and identify the appropriate Point of Contacts (POCs) for each area
4. Establish, track, and follow-up on due dates for actions items from appropriate POCs for DRLs and Corrective Action Plans (CAPs) using the HP QC tool
5. Support actual audit activities through demonstrations, explanations, and the gathering of additional information or materials as needed
6. Review and analyze audit findings
7. Develop CAP remediation schedule (**CDRL T011**)
8. Initiate and complete CAP remediation per schedule
9. Support Federal Information System Controls Audit Manual (FISCAM) and Financial Improvement and Audit Readiness (FIAR) audits of IT General Computing Controls
10. Provide support to Financial Fraud and Vulnerability Assessments and other emerging security test efforts
11. Perform activity monitoring of sensitive roles as requested (e.g., foreign national users)
12. Assist in the requirements definition of configuration parameters of the Audit/ Separation of Duties (SoD) tool to ensure maximum security value of this tool
13. Assess and document Navy ERP DIACAP security controls that link directly to the FISCAM audit manual of 2009 to a level of mutual effectiveness assurance

4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

When applicable, the contractor shall be responsible for the following:

- 4.1.1 Ensure that no production systems are operational on any RDT&E network.
- 4.1.2 Follow DoDI 8510.01 of 28 Nov 2007 [rescinded] when deploying, integrating, and implementing IT capabilities until such time that the Navy transitions to DoDI 8510.01 of 12 Mar 2014 Risk Management Framework criteria.
- 4.1.3 Migrate all Navy Ashore production systems to the NMCI environment where available.
- 4.1.4 Work with government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).
- 4.1.5 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 12 Mar 2014 prior to integration and implementation of IT solutions or systems.
- 4.1.6 Register any contractor-owned or contractor-maintained IT systems utilized on task order in the Department of Defense IT Portfolio Registry (DITPR)-DON.

5.0 TASK ORDER ADMINISTRATION

Task Order Administration is required for all contracts; it provides the government a means for task order

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 19 of 56	FINAL
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management and monitoring. Regardless of the level of support, the ultimate objective of the contractor is ensuring the government's requirements are met, delivered on schedule, and performed within budget.

5.1 TASK ORDER LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) who shall work closely with the government Contracting Officer and Contracting Officer's Representative (COR), as applicable. The COR for this task order is Maria C. Kayser, Code 5457M, who can be reached at phone (202) 433-8992; e-mail: maria.kayser@navy.mil. The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for task order performance. The PM shall have authority to approve task order proposals in emergent situations. Responsibilities shall also include, but not be limited to, the following: personnel management; management of government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate, unless otherwise directed at the task order level, periodic meetings with the COR.

5.2 TASK ORDER MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely task order (TO) award or modification. Prior to task order award, the contractor shall be responsible for providing any required support documentation in a timely manner so as to not disrupt the TO award process. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources to facilitate a timely TO award or modification. *NOTE: Directly billing to a TO prior to TO award is prohibited.*

5.2.1 Task Order Administration Documentation

Various types of task order administration documents are required throughout the life of the task order. At a minimum, the contractor shall provide the following documentation, unless otherwise specified:

5.2.1.1 Task Order Status Report (TOSR)

Task Order Status Reports (**CDRL T012**) shall be developed and submitted monthly, weekly, and/or as required as cited in the requirements of each task order. The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

(a) Monthly TOSR – A TO status report shall be developed and submitted monthly at least 30 days after TO award on the 10th of each month for those months the TO is active. The contractor shall report on various TO functions: performance, schedule, financial, business relations, and staffing plan/key personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (Attachment 1), Personnel Listing (Attachment 2), and Government Furnished Property (GFP) Template (Attachment 3) necessary for additional data collection as required.

(b) Weekly TOSR – As required, a weekly TO Status Report shall be e-mailed to the COR no later than close of business (COB) every Friday. The first report shall be required on the first Friday following the first full week after the TO award date. The initial report shall include a projected Plan Of Action and Milestones (POA&M). In lieu of a formal weekly report, larger, more complex TOs shall require an updated Earned Value Management report. The weekly status report shall, as a minimum, include the following items and data:

1. Percentage of work completed
2. Percentage of funds expended per ship/sub/shore command and system
3. Updates to the POA&M and narratives to explain any variances

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 20 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

4. If applicable, notification when obligated costs have exceeded 75% of the amount authorized

(c) Data Calls – As required, a data call report shall be e-mailed to the COR within six working hours of the request, unless otherwise specified by TO. All information provided shall be the most current. Cost and funding data shall reflect real-time balances. Report shall account for all planned, obligated, and expended charges and hours. Depending on requirement, the report shall include, but not limited to, the following items and data:

1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances
4. List of personnel (by location, security clearance, quantity)
5. Most current GFP and/or CAP listing

5.2.1.2 Task Order Closeout Report

A task order (TO) closeout report (**CDRL T013**) shall be developed and submitted no later than 15 days before the TO completion date. Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

5.2.1.3 Cybersecurity Workforce (CSWF) Report

DoD 8570.01-M and DFAR's PGI 239.7102-3 have promulgated that contractor personnel shall have documented current Cybersecurity certification status within their task order. CSWF Reports (**CDRL T014**) shall be developed, maintained, and submitted monthly or as required by the task order. IAW clause 252.239-7001, if cybersecurity support is provided, the contractor shall provide a Cyber Security Workforce (CSWF) list that identifies those individuals who are IA trained and certified. Utilizing the format provided in CSWF CDRL Attachment 1, the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Contractor shall verify with the COR or other government representative the proper labor category cybersecurity designation and certification requirements.

5.2.1.4 Contractor Manpower Reporting

In compliance with Sections 235 and 2330a of Title 10, U.S.C., the following reporting is required for contracts acquiring services:

(a) Contractor Manpower Quarterly Status Report (QSR)

A Contractor Manpower Quarterly Status Report (**CDRL T015**) shall be provided to the government four times throughout the calendar year. Required for all active service task orders, beginning at the time of task order award, the Manpower report shall itemize specific contract TO administrative data. Utilizing the format provided in QSR CDRL Attachment 1, the contractor shall collect required data throughout the specified performance period and shall submit one cumulative report on the applicable quarterly due date. See applicable DD Form 1423 for additional reporting details and distribution instructions. The following table lists the pre-set submittal due dates and the corresponding performance periods:

#	QUARTERLY DUE DATE	PERFORMANCE PERIOD
1	15 January	1 October – 31 December
2	15 April	1 January – 31 March
3	15 July	1 April – 30 June
4	15 Oct	1 July – 30 September

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 21 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

(b) Enterprise-wide Contractor Manpower Reporting Application

In accordance with Office of the Secretary of Defense (OSD) memorandum dated 28 Nov 12 complying with Sections 235 and 2330a of Title 10, U.S.C., the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). In addition to the QSR CDRL reporting requirements noted above, the contractor shall completely fill-in all required data fields using the following web address: [https:// doncmra.nmci.navy.mil/](https://doncmra.nmci.navy.mil/).

Reporting inputs shall be for the labor executed during the period of performance during each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at <http://www.ecrma.mil/>.

5.2.1.5 WAWF Invoicing Notification and Support Documentation

In accordance with DFARS clause 252.232-7003, 252.232-7006, and local clause 5252.216-9210, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (formerly known as Wide Area Work Flow (WAWF)) which is a secure government Web-based system for electronic invoicing, receipt, and acceptance. The contractor shall provide e-mail notification to the COR when payment requests are submitted to the WAWF. In accordance with local clause 5252.216-9210, the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. The contractor shall also provide a soft copy of the invoice and any supporting invoice documentation (CDRL A####) directly to the COR to assist in validating the invoiced amount against the products/services provided during the billing cycle. As applicable, the contractor shall forward copies of invoices to the COR within 24 hours after submittal of iRAPT /WAWF payment request.

5.2.1.6 Labor Rate Limitation Notification

For all cost type, labor-hour service TOs, the contractors shall monitor the following labor rates as part of the monthly TO status report (see TOSR CDRL Attachment 2 – Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. NOTE: TOs that are wholly firm-fixed price are exempt from this requirement. The ability of a contractor to monitor labor rates effectively shall be included in the task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burden labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$150.00/hour and the individual's rate was not disclosed in pre-award of the TO, the contractor shall send notice and rationale (**CDRL T017**) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer. NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 15%, the contractor shall send notice and rationale (**CDRL T017**) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 15% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports.

5.2.1.7 ODC Limitation Notification

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 22 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TO status reports. For this monitoring purpose, ODCs shall include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (**CDRL T017**) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs shall be included in the task order Quality Assurance Surveillance Plan (QASP).

5.3 TASK ORDER ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

Due to the type of work performed, there are organizational conflict of interest clauses that are applicable to this task order. The task order shall follow the restrictions as cited in 5252.209-9201, 5252.209-9202.

5.4 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to the determination that the majority of efforts on this task order is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. As required, in lieu of EVM, the contractor shall develop and maintain, a Task Order Status Report (**CDRL T012**) to help track cost expenditures against performance.

6.0 QUALITY

6.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality assurance process that meets task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The quality system shall be documented and contain procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after task order award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (**CDRL T018**) as required in the TO. The quality system shall be made available to the government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan and development of quality related documents as needed. At a minimum, the contractor's quality system shall meet the following key criteria:

- Establish documented, capable, and repeatable processes
- Track issues and associated changes needed
- Monitor and control critical product and process variations
- Establish mechanisms for feedback of field product performance
- Implement and effective root-cause analysis and corrective action system
- Establish methods and procedures for continuous process improvement

6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

6.2.1 General

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 23 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

The contractor shall have processes in place that shall coincide with the government's quality management processes. As required, the contractor shall use best industry practices including, when applicable, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in event-driven milestones and reviews as stated in the Defense Acquisition University's (DAU's) DoD Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System Chart which is incorporates multiple DoD directives and instructions – specifically DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution including employment of Lean Six Sigma methodologies in compliance with SSC Atlantic requirements and with the SSC Engineering Process Office (EPO) Capability Maturity Model Integration (CMMI) program. As part of a team, the contractor shall support projects at SSC Atlantic that are currently, or in the process of, being assessed under the SSC EPO CMMI program. The contractor shall be required to utilize the processes and procedures already established for the project and the SSC EPO CMMI program and deliver products that are compliant with the aforementioned processes and procedures. Although having a formal CMMI appraisal is desired, it is not required.

6.3 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall deliver related quality plan/procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related services, documents, and material in a category when noncompliance is established.

6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (**CDRL T018**) shall include any of the following as applicable:

- Detailed incoming receipt inspection records
- First article inspection records
- Certificates of Conformance
- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)
- Quality Measurement and Analysis metrics/data

The Government reserves the right to perform any inspections or pull samples as deemed necessary to assure that the contractor provided services, documents, material, and related evidence meet the prescribed requirements and to reject any or all services, documents, and material in a category when nonconformance is established.

6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the task order's Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (**CDRL T019**) submitted 10 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (**CDRL T020**) submitted monthly.

7.0 DOCUMENTATION AND DELIVERABLES

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 24 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

The following CDRL listing identifies the data item deliverables required under this task order and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the task order. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. No CDRL classified TOP SECRET with SCI shall be developed.

CDRL #	Description	PWS Reference Paragraph
T001	General production system operating characteristic, metrics, and change report	3.2.2.2
T002	Help Desk Activity and Service Level Report	3.2.2.3
T003	Production Release After Action Report	3.2.3.1
T004	Technology and Tech Refresh Strategy with 3 & 5 year forward looking views	3.2.6
T005	Technology Refresh schedule for following fiscal year	3.2.6
T006	Technology Refresh Detailed Plan	3.2.6
T007	System integrity assurance, backup, and recovery strategy	3.2.6
T008	Disaster Failover Test and Exercise coming year Plan & Schedule	3.2.6
T009	Disaster Failover Test and Exercise Detailed Work Plans	3.2.6
T010	Disaster Failover Test and Exercise After Action Report	3.2.6
T011	Corrective Action Plans (CAPs)	3.4
T012	Task Order Status Report (TOSR)	5.2.1.1, 5.4, 8.1.2, 11.2.5
T013	Task Order Closeout Report	5.2.1.2, 11.5
T014	Cyber Security Workforce (CSWF) Report	3.2.5.1, 5.2.1.3, 8.1.2
T015	Contractor Manpower Quarterly Status Report (QSR)	5.2.1.4
T016	Invoice Support Documentation	5.2.1.5
T017	Limitation Notification & Rationale	5.2.1.6, 5.2.1.7
T018	Quality Documentation	6.1, 6.4
T019	Cost and Schedule Milestone Plan	6.5
T020	Contractor CPARS Draft Approval Document (CDAD) Report	6.5

7.2 ELECTRONIC FORMAT

At a minimum, the Contractor shall provide deliverables electronically by email; hard copies are only required if requested by the government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving government representative. All data shall be provided in an editable format compatible with SSC Atlantic corporate standard software configuration as specified below. Contractor shall conform to SSC Atlantic corporate standards within 30 days of task order award unless otherwise specified. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the government.*

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Technical Publishing	PageMaker/Interleaf/SGML/ MSPublisher
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	Scheduling	Microsoft Project

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 25 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

7.3 INFORMATION SYSTEM

7.3.1 Electronic Communication

The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the government. The contractor shall be capable of Public Key Infrastructure client side authentication to DoD private web servers. Unless otherwise specified, all key personnel on the task order shall be accessible by email through individual accounts during all working hours.

7.3.2 Information Security

The contractor shall provide adequate security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on the task order. Unclassified DoD information shall only be disseminated within the scope of assigned duties and with a clear expectation that confidentiality will be preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the task order, and privileged task order information (e.g., program schedules, task order-related tracking).

7.3.2.1 Safeguards

The contractor shall protect government information and shall provide compliance documentation validating they are meeting this requirement in accordance with DFARS Clause 252.204-7012. The contractor and all utilized subcontractors shall abide by the following safeguards:

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." Solutions shall meet FIPS 140-2 compliance requirements.
- (e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.
- (f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- (g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- (h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 26 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).

(i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:

1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
3. Prompt application of security-relevant software patches, service packs, and hot fixes.

(j) As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).

(k) Report loss or unauthorized disclosure of information in accordance with task order or agreement requirements and mechanisms.

7.3.2.2 Compliance

The contractor shall include in their quality processes procedures that are compliant with information security requirements.

8.0 SECURITY

8.1 ORGANIZATION

8.1.1 Security Classification

All work performed under this task order including any subsequent task orders, if applicable, shall be “unclassified.” A facility security clearance (FCL) is not required; therefore, no DoD Contract Security Classification Specification, DD Form 254, exist.

8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this task order. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this task order. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on this task order. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is part of TOSR Attachment 1 (**CDRL T012**) – applicable Staffing Plan sheets include: Security Personnel Tracking sheet, CAC SPAWAR Badge Tracking sheet, Mandatory Training Sheet. If applicable, FSO shall also update and track CSWF data (**CDRL T014**).

8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01M/DoD-8140, and the Privacy Act of 1974. Prior to any labor hours being charged on the task order, the Contractor shall ensure their personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access level required for the task order, and if applicable, are certified/ credentialed for the Cybersecurity Workforce (CSWF). At a minimum, the contractor shall validate that the background information provided by their

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 27 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

employees charged under this task order is correct, and the employee shall hold a minimum of a trustworthy determination. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: A favorable background determination is determined by a National Agency Check and Inquiries (NACI) investigation and favorable Federal Bureau of Investigation (FBI) fingerprint checks. If a final determination is made that an individual does not meet or cannot maintain the minimum fitness standard, the individual shall be permanently removed from SSC Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied" or receives an "Interim Declination," the individual shall be removed from SSC Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly to the task order.

8.2.1 Access Control of Contractor Personnel

8.2.1.1 Physical Access to Government Facilities and Installations

Contractor personnel shall physically access government facilities and installations for purposes of site visitation, supervisory and quality evaluation, work performed within government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

(a) The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The Contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD Manual 5220.22M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/installation. For admission to SPAWARSYSCEN Atlantic facilities/installations, a visit request shall be forwarded to Joint Personnel Adjudication System (JPAS) /SMO 652366; faxed to 843-218-4045 or mailed to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office, for certification of need to know by the specified COR. For visitation to all other govt. locations, visit request documentation shall be forwarded directly to the on-site facility/installation security office (to be identified at task order level) via approval by the COR.

(b) Depending on the facility/installation regulations, contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SPAWARSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSYSCEN Atlantic Security Office directly for latest policy.

(c) As required, a temporary or permanent automobile decal for each contractor personnel may be issued. The contractor assumes full responsibility for the automobile decal and shall be responsible for the return and/or destruction of the automobile decal upon termination of need or of personnel.

(d) All contractor persons engaged in work while on Government property shall be subject to inspection of their vehicles at any time by the Government, and shall report any known or suspected security violations to the Security Department at that location

8.2.1.2 Identification and Disclosure Requirements

As required in DFARS 211.106, Contractors shall take all means necessary to not represent themselves as government employees. All Contractor personnel shall follow the identification and disclosure requirement as specified in clause 5252.237-9602.

8.2.1.3 Government Badge Requirements

As specified in contract clause 5252.204-9202, some task order personnel shall require a government issued picture badge. While on government installations/facilities, contractors shall abide by each site's security

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 28 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

badge requirements. Various government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel as required. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the task order COR. The contractor's appointed Security Officer, which is required in clause 5252.204-9200, shall track all personnel holding local government badges at TO level.

8.2.1.4 Common Access Card (CAC) Requirements

Some government facilities/installations (e.g., Joint Base Charleston) require contractor personnel to have a Common Access Card (CAC) for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

(a) In accordance with DoD Manual (DoDM-1000.13-M-V1), issuance of a CAC will be based on the following four criteria:

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
2. verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).
3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check and Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Personnel requiring logical access shall be required to obtain and maintain a favorable National Agency Check with Local Agency and Credit Checks (NACLC) investigation. Personnel shall contact the SSC Atlantic Security Office to obtain the latest CAC requirements and procedures.
4. verification of a claimed identity – all personnel will present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list shall be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC shall have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. As required by DoDM 1000.13-M-V1, CAC PKI certificates shall be associated with an official government issued email address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the task order's specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 29 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SSC Atlantic Information Assurance Management (IAM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SSC Atlantic IAM office at phone number (843)218-6152 or email questions to ssc_lant_iam_office.fcm@navy.mil for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.
2. For SAAR-N form, the task order shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SSC Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms shall be routed to the IAM office via encrypted email to ssclant_it_secmtg@navy.mil.

(POC: Lee Ann Marrale (ext 6447) – SSC LANT Access Control Officer):

8.2.1.5 Contractor Check-in and Check-out Procedures

All SSC Atlantic contractor personnel requiring or possessing a government badge and/or CAC for facility and/or IT access shall have a SSC Atlantic government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. At task order award throughout task order completion, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this task order within the required timeframe as cited in the Check-in and Check-out instructions. Contractor's Security Officer shall ensure all contractor employees whose services are no longer required on task order return all applicable government documents/badges to the appropriate government representative. NOTE: If the contractor does not have access to the SPAWAR COG website, the contractor shall get all necessary Instruction and Forms from the COR.

8.2.1.6 Accessing Navy Enterprise Resources Planning (ERP) System

As specified at the task order level, contractor personnel assigned to perform work under this task order shall require access to Navy Enterprise Resource Planning (Navy ERP) Management System. Prior to accessing any Navy ERP System, contractor personnel shall contact the COR or Contracting Officer to obtain the applicable Navy, Marine Corps Internet (NMCI) Assistant Customer Technical Representative (ACTR) who can assign each personnel with an NMCI account. ACTRs can be found on the NMCI Homeport website at: https://nmciustomerreporting/CTR_Lookup/index.asp. Once an NMCI account has been established, the contractor shall submit a request for Navy ERP access and the role required via the COR to the Competency Role Mapping POC. The COR will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items to have been completed prior to requesting a role for Navy ERP include: System Authorization Access Request Navy (SAAR-N), Annual Cybersecurity training certificate, and Questionnaire for Public Trust Positions. For directions on completing the Questionnaire for Public Trust Positions, the contractor is instructed to consult with its company's Security Officer. In order to maintain access to required systems, the contractor shall ensure completion of annual cybersecurity training, monitor expiration of requisite background investigations, and initiate re-investigations as required.

8.2.2 IT Position Categories

In accordance with DoDI 8500.01, DoD 8570.01, SECNAVINST 5510.30, SECNAV M-5239.2, and applicable to unclassified DoD information systems, a designator shall be assigned to certain individuals that indicates the level of IT access required to execute the responsibilities of the position based on the potential for an individual assigned to the position to adversely impact DoD missions or functions. As defined in DoD 5200.2-R, SECNAVINST 5510.30 and SECNAV Manual M-5510.30, three basic DoN IT levels/Position categories exist:

IT-I (Privileged access)

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 30 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

IT-II (Limited Privileged, sensitive information)

IT-III (Non-Privileged, no sensitive information)

Note: The term IT Position is synonymous with the older term Automated Data Processing (ADP) Position (as used in DoD 5200.2-R, Appendix 10).

Investigative requirements for each category vary, depending on the role and whether the individual is a U.S. civilian contractor or a foreign national. The Contractor PM shall assist the Government Project Manager or COR in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication shall be performed in accordance with DoDI 8500.01 and SECNAVINST 5510.30. Requests for investigation of contractor personnel for fitness determinations or IT eligibility without classified access are submitted by SSC Atlantic Security Office, processed by the OPM, and adjudicated by DOD CAF. IT Position Categories shall be determined based on the following criteria:

8.2.2.1 IT-I Level (Privileged) - Positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain. Personnel whose duties meet the criteria for IT-I Position designation require a favorably adjudication of Single Scope Background Investigation (SSBI) or SSBI-PR. The SSBI or SSBI-PR shall be updated a minimum of every 5 years. Assignment to designated IT-I positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.2.2 IT-II Level (Limited Privileged) - Positions in which the incumbent is responsible for the-direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudication of a Position of Trust National Agency Check with Local Agency and Credit Checks (PT/NACLC). Assignment to designated IT-II positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.2.3 IT-III Level (Non-privileged) - All other positions involved in computer activities. Incumbent in this position has non-privileged access to one or more DoD information systems/applications or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation require a favorably adjudication of a Position of Trust National Agency Check with Written Inquiries (PT/NACI).

8.2.3 Security Training

Regardless of the task order security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information, dates possessing Common Access Cards, issued & expired dates for SSC Atlantic Badge, Cybersecurity training, Privacy Act training, Personally Identifiable Information (PII) training, and Cyber Security Workforce (CSWF) certifications, etc.

8.2.4 Disclosure of Information

In support of DFARS Clause 252.204-7000, contractor employees shall not discuss or disclose any information provided to them in the performance of their duties to parties other than authorized Government and contractor personnel who have a "need to know". Any information or documentation developed by the contractor under direction of the government shall not be used for other purposes without the consent of the government Contracting Officer. Any developed documentation containing PII information shall be marked accordingly in either the header or footer of the document: "FOUO – Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties."

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 31 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

8.2.5 Handling of Personally Identifiable Information (PII)

When a contractor, including any subcontractor, is authorized access to Personally Identifiable Information (PII), the contractor shall complete annual PII training requirements and comply with all privacy protections under the Privacy Act (Clause 52.224-1 and 52.224-2). The contractor shall safeguard PII from theft, loss, and compromise. The contractor shall transmit and dispose of PII in accordance with the latest DON policies. The contractor shall not store any government PII on their personal computers. Any developed documentation containing PII information shall be marked accordingly in either the header or footer of the document: "FOUO – Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties." Any unauthorized disclosure of privacy sensitive information through negligence or misconduct can lead to contractor removal or task order termination depending on the severity of the disclosure. Upon discovery of a PII breach, the contractor shall immediately notify the Contracting Officer and COR. Contractors responsible for the unauthorized disclosure of PII shall be held accountable for any costs associated with breach mitigation, including those incurred as a result of having to notify personnel.

8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. As directed in DoDD 5205.02E and SPAWARINST 3432.1, SSC Atlantic's OPSEC program implements requirements in DoD 5205.02 – OPSEC Program Manual. Note: OPSEC requirements are applicable when task order personnel have access to either classified information or unclassified Critical Program Information (CPI)/sensitive information.

8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall develop their own internal OPSEC program specific to the task order and based on SSC Atlantic OPSEC requirements. At a minimum, the contractor's program shall identify the current SSC Atlantic site OPSEC Officer/Coordinator.

8.3.2 OPSEC Training

Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training. Training may be provided by the government or a contractor's OPSEC Manager and shall, as a minimum, cover OPSEC as it relates to task order work, discuss the Critical Information applicable in the task order, and review OPSEC requirements if working at a government facilities. Any training materials developed by the contractor shall be reviewed by the SSC Atlantic OPSEC Officer, who will ensure it is consistent with SSC Atlantic OPSEC policies. OPSEC training requirements are applicable for personnel during their entire term supporting SPAWAR task orders.

8.3.3 SSC Atlantic OPSEC Program

Contractor shall participate in SSC Atlantic OPSEC program briefings and working meetings as required, and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

8.4 DATA HANDLING AND USER CONTROLS

8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this task order as For Official Use Only (FOUO) material.

8.4.2 Effective Use of Controls

The contractor shall screen all electronic deliverables or electronically provided information for malicious

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 32 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc) at all times to protect task order related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. This includes ensuring that provisions are in place that will safeguard all aspects of information operations pertaining to this task order in compliance with all applicable PWS references. Compliance with Para 7.3.2.1, Data-at-Rest, is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation.

9.0 GOVERNMENT FACILITIES

As specified in each task order, Government facilities (i.e., office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located at SSC Atlantic-Washington Navy Yard, Washington, DC and NAVSUP BSC, Mechanicsburg, PA. Note: *The burdened labor rate for those contractor personnel designated as "government site" shall include overhead costs allocable to government site work, consistent with the contractor's established accounting practices.*

10.0 CONTRACTOR FACILITIES

The contractor's facility location shall not present a hardship to complete work required on this task order. Real time communication shall be available and no specific facility location is required.

11.0 TASK ORDER PROPERTY ADMINISTRATION

11.1 PROPERTY TYPES

Task order property can either be intangible (i.e., intellectual property and software IAW FAR Part 27) or tangible (i.e., government property IAW FAR Part 45). The contractor shall have established property management procedures and an appropriate property management point of contact who shall work with the assigned Government Property Administrator (PA) to ensure their property management system is acceptable. This task order will have the following property in support of the tasking requirements in PWS Para 3.0.

11.1.1 Intangible Property – Intellectual/Software

11.1.1.1 Government Furnished Information (GFI)

Intellectual property includes Government Furnished Information (GFI) which includes manuals, drawings, and test data that is provided to contractor for performance of a task order. Depending on the document, certain information (e.g., technical specifications, maps, buildings designs, schedules, etc.) shall require addition controls for access and distribution. Unless otherwise specified, all GFI distribution and inventory shall be limited to need-to-know and returned at completion of the task order.

No GFI will be provided. The contractor will be given access to the Sharepoint folders or tools containing the necessary information to complete the work described within this TO.

11.1.2 Tangible Property – Government Property (GP)

In accordance with FAR clause 52.245-1 and 52.245-9, Government property shall be utilized on task order which includes all property owned or leased by the Government. Government property consists of Government-furnished property (GFP) and Contractor-acquired property (CAP). Under this task order, the following government property shall be applicable:

11.1.2.1 Government-furnished Property (GFP)

As defined in FAR Part 45, Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a task order.

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 33 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. GFP includes the following:

- (a) Government-Furnished Equipment (GFE) – Property, Plant and Equipment (PP&E) including Special Test Equipment and Special Tool that are provided to produce an end product;
- (b) Government-Furnished Material (GFM) – Operating Material and Supplies (OM&S) which are consumed or expended during the performance of a task order;
- (c) Real Property – buildings/structures, computer workstations/laptops, etc. utilization of government facilities

GFP will be identified on this task order using the latest approved government form for Scheduled GFP (SGFP), Attachment #2.

11.1.2.2 Contractor-acquired Property (CAP)

No CAP is allowed on this TO.

11.2 TRACKING AND MANAGEMENT

11.2.1 Contractor Property Management System

In accordance with FAR clause 52.245-1 and DFARS clause 252.245-7003, the contractor shall establish and maintain an acceptable property management system that is subject to review and approval by the KO and government Property Administrator. The contractor's property management system shall adhere to the applicable prescribed requirements in FAR clause 52.245-1.

11.2.2 Government Property Administrator

In accordance with FAR 42.201, the government property administrator under this task order is designated as Defense Contract Management Agency (DCMA). The contractor shall work with the designated government property administrator to ensure compliance with the task order's property requirements.

11.2.3 Property Transfer between Government and Contracts

Contractors shall not take receipt or transfer custody of any government property without possessing proper contractual authority; i.e.; item specifically is identified as GFP in the task order. Per DoDI 4161.02, the government will utilize electronic transaction when transferring GFP to the contractor (specified by task order number) and upon return of the property to the government. The contractor shall use WAWF to receipt property transfer or use Defense Logistics Management System (DLMS) standard logistics transaction set 527R to provide materiel receipt acknowledgement. The applicable task order number shall be cited to properly track property shipments.

Note: If electronic receipt is not available, at a minimum, the transfer or property shall not occur without proper paperwork; e.g., Requisition and Invoice/Shipping Document (DD1149) or COMSEC Material Report (SF153).

11.2.4 GFP Tagging and Item Unique Identification (IUID) Registry

In accordance with DFARS clause 252.245-7001, contractor shall tag, label, or mark all GFP items not previously tag, labeled, or marked. In accordance with DFARS clause 252.211-7007 (revised Aug 2012), the contractor shall ensure applicable Government Furnished Property (GFP) is identified in the DoD Item Unique Identification (IUID) Registry and its integral GFP Module. After a contractor takes possession of GFP, the contractor shall designate the item as GFP in the IUID Registry. If the item cannot be found in the IUID registry, the contractor shall enter the item. When GFP is returned to the government at the completion of the task order, the contractor shall update the IUID registry Custody status. If the GFP item is consumed, destroyed, scrapped, lost, or abandoned during the TO performance, the contractor shall update the item's

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 34 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

status and annotate that it has been disposed.

11.2.4.1 **IUID Reporting Criteria.** Per DFARS 252.211-7003/7007, the contractor shall ensure GFP acquired items that are serialized regardless of unit acquisition cost are subject to Item Unique Identification (IUID) Registry Requirements. Contractor shall verify with government if questionable GFP items that are non-serialized or have an acquisition cost less than \$5,000 require an item unique identification or a DoD recognized unique identification equivalent. Exceptions to IUID requirements will be determined by the government.

11.2.4.2 **Exception to IUID Reporting Criteria.** As cited in 245.102, CAP is one of the listed GFP items that do not required to be tagged, labeled, or marked as GFP; however, if any CAP is returned to the government, the contractor shall appropriately tag it and enter it into the IUID registry or other specified government inventory system.

11.2.5 **Government Property Records**

In accordance with FAR 52.245-1, contractors and any subcontractors if applicable shall be responsible for establishing and maintaining records of Government Property in their possession – this includes GFP and CAP. For GFP only, the contractor shall ensure that items designated as Special Tooling (ST) and Special Test Equipment (STE) are correctly annotate in the SPAWAR approved GFP central Automated Information System (AIS). The contractor shall work with the COR and designated government Property Administrator to maintain adequate GFP records which shall be forwarded as required to SSC Atlantic functional mailbox for tracking and centralization. The GFP and CAP records shall contain at a minimum the data elements as described in FAR 52.245-1 and shall be submitted for review as part of the TO status report (**CDRL T012**).

11.3 **TRANSFERRING ACCOUNTABILITY**

Government property cannot be transferred between task orders unless approval is obtained from the Contracting Officer, proper identification/tracking is maintained, and modifications are issued to both affected task orders. Contractor shall ensure they have all necessary documentation required for authorized transfer of property from one task order to another. Transfer documentation shall specify the type, quantity and acquisition cost of each item being transferred.

11.4 **LOST OR DAMAGED ITEMS**

Contractor shall promptly report to the COR and KO all lost and/or damaged government property. The requirements and procedures for reporting loss Government Property are specified in DFARS clause 252.245-7002.

11.5 **INVENTORY DISPOSITION**

In accordance with DFARS clause 252.245-7004, when disposition instructions for GFP are contained in the accountable task order or on the supporting shipping documents (DD Form 1149), the Contractor shall initiate and submit an excess inventory listing to the Procuring Contracting Officer (PCO), via the activity Property Administrator.

When disposition instructions are not stipulated in the task order or supporting shipping document (DD Form 1149), an excess inventory listing is required that identifies GFP and, under cost reimbursement task orders, CAP. This list shall be submitted to the PCO, via the activity Property Administrator, at which time disposition instructions will be provided.

When GFP and CAP are specific to a single task order, a final inventory reporting list shall be included in the TO Closeout Report (**CDRL T013**). At the time of the Contractor's regular annual inventory, the Contractor shall provide the PCO, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the government property administrator.

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 35 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

11.6 PERFORMANCE EVALUATION

Non-compliance with the task order's Government Property terms and conditions shall negatively affect the contractor's annual Contractor Performance Assessment Reporting System (CPARS) rating.

12.0 SAFETY ISSUES

12.1 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to this task order. Without government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

12.1.1 Performance at government facilities

In addition to complying to clause 5252.223-9200 Occupational Safety and Health Requirements, the contractor shall immediately report any accidents involving government or contractor personnel injuries or property/equipment damage to the contracting officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the contracting officer.

12.2 SAFETY TRAINING

The contractor shall be responsible to train all personnel that require safety training. Specifically, where contractors are performing work at Navy shore installations, that requires entering manholes or underground services utility the contractor shall provide a qualified person as required in 29 CFR 1910 or 29 CFR 1926 or as recommended by the National Institute for Occupational Safety and Health (NIOSH) Criteria Document for Confined Spaces. Also, when contractors are required to scale a tower, all applicable personnel shall have Secondary Fall Protection and Prevention training.

13.0 TRAVEL

13.1 LOCATIONS

The majority of the work under this task order shall be performed at SSC Atlantic (Contractor and Government facilities). Travel shall be performed in accordance with clause 5252.231-9200. As specified for this task order, travel shall be required by specific personnel, and the contractor shall be prepared to travel, at a minimum, to the following locations:

- 1) SPAWARSCEN Atlantic, Washington Navy Yard, Washington, DC
- 2) NAVSUP, BSC, Mechanicsburg, PA
- 3) NAVAIR, China Lake, CA
- 4) NAVAIR, Patuxent River, MD

14.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

Transportation of equipment and/or material is applicable for the noted GFP and/or CAP and is the responsibility of the contractor; the cost shall be included in the proposal. For estimating purposes, it is anticipated that the following transportation requirements shall be required:

Type (GFP/CAP)	Item Description	Qty	Origination	Destination	Schedule	Responsibility (GOVT/CTR)
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CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 36 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

GFP	NMCI Laptop	100	WNY	TBD		CTR

15.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 3.

16.0 OTHER CONDITIONS/REQUIREMENTS

16.1 CYBERSECURITY WORKFORCE DESIGNATION

This task order requires contractor personnel to perform cybersecurity functions. In accordance with DoD 8570.01-M Information Assurance Workforce Improvement Program Manual, the cybersecurity workforce is comprised of the following categories: IA Technical (IAT) and IA Management (IAM)); and specialties: Computer Network Defense Service Providers (CND-SPs) and IA System Architects and Engineers (IASAEs). Based on the IA function provided by the individual, an IA designator is assigned that references an IA category or specialty. The following Labor Categories shall meet the IA Designator, IA Level/Position, and have the estimated Primary/Additional/Embedded hours performing IA duties:

Labor Category	Quantity Personnel	IA Designator (Note1)	IA Level/Position (Note2)	IA Duty Hours		
				Primary (≥25 hrs)	Additional (15-24 hrs)	Embedded (1-14 hrs)
Engineer/Scientist 5	(8)	IAT	Level 1	x		

16.2 FUNDING ALLOCATION

This TO is funded with multiple appropriations with various Accounting Classification Reference Numbers (ACRNs) crossing multiple task order performance years. Depending on the services performed and the applicable timeframe, the contractor shall invoice cost in accordance with Section B, Section C, and Section G of the TO award. Unless otherwise advised, all summary of work and financial information provided in the TOSR CDRL shall be broken down by each TO funding CLIN. The ability of the contractor to perform adequate billing and accounting will be reflected in the contractor's annual government Contractor Performance Assessment Report (CPAR) rating.

16.3 KEY PERSONNEL

As specified in basic contract Clause 5252.237-9601 Key Personnel, labor categories will be identified as key personnel in this task order. The résumé for the proposed individual is subject to COR approval prior to the individual charging to the task. Contractor shall submit the required resume no later than 10 days after TO award. The following is the list of Key Personnel applicable to this task order:

*Project/Contract Manager

16.4 TO SUPPLEMENTAL KEY PERSONNEL DESCRIPTION

As specified in contract Clause 5252.237-9600, the minimum personnel qualifications for each labor category are identified; however, in addition to the basic personnel qualifications, specific experience and responsibilities are applicable to the following labor category required for this TO.

Project/Contract Manager

Contractor shall have overall responsibility for contractor management of the Task Order.

-Manages, coordinates, and schedules work across all areas

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 37 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

- Serves as the primary point-of-contact between government employees and activities and contractor resources engaged in this task order
- Responsible for the estimating, scheduling, and assignment of tasks to contractor resources in order to complete the required tasks and provide the required deliverables within the Program schedule
- Provides ongoing progress and status reports against plans, quality, costs, and service level objectives
- Conducts reviews, assesses task order status, and recommends resolution of contractual and technical issues
- Advises Government on ways to efficiently and effectively complete the activities and deliverables and improve other technical aspects of the Program, including the use of new technologies, tools and innovative techniques
- Responsible for communicating accurately and effectively with developers and other program staff members in identifying requirements for design solutions, as well as analyzing related functional system issues
- Effectively facilitates and maintains the staffing of qualified resources in support of the functions
- Responsible for ensuring system design and operation adheres to DoD and DoN policies

LIST OF ATTACHMENTS

See Section J.

C-315 WORKWEEK (DEC 1999)

(a) All or a portion of the effort under this contract will be performed on a Government installation. The normal workweek for Government employees at SPAWAR Systems Center Charleston and its Detachments is Monday through Friday 0730 to 1600. Work at this Government installation, shall be performed by the contractor within the normal workweek unless differing hours are specified on the individual task orders. Following is a list of holidays observed by the Government:

Name of Holiday Time of Observance

New Year's Day 1 January

Martin Luther King Jr. Day Third Monday in January

President's Day Third Monday in February

Memorial Day Last Monday in May

Independence Day 4 July

Labor Day First Monday in September

Columbus Day Second Monday in October

Veteran's Day 11 November

Thanksgiving Day Fourth Thursday in November

Christmas Day 25 December

(b) If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

(c) If the Contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the Contractor's accounting practices.

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 38 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

(d) This contract does not allow for payment of overtime during the normal workweek for employees who are not exempted from the Fair Labor Standards Act unless expressly authorized by the Ordering Officer. Under Federal regulations the payment of overtime is required only when an employee works more than 40 hours in a normal week period.

C-317 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES (DEC 1999)

(a) Pursuant to Navy policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

(b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

(1) Routine inspection of contractor occupied work spaces.

(2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.

(3) Random inspections of personnel possessions on entry or exit from the installation.

(c) When there is probable cause to believe that a contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

(e) The contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.

(f) The removal of contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 39 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

See Section G - Task Order Manager

Packaging and Marking shall be in accordance with Section D of the SeaPort-e Multiple Award IDIQ contract.

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 40 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

E-303 INSPECTION AND ACCEPTANCE- - DESTINATION (JAN 2002)

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his duly authorized representative.

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
7000	Destination	Government	Destination	Government
7001	Destination	Government	Destination	Government
7002	Destination	Government	Destination	Government
7003	Destination	Government	Destination	Government
7004	Destination	Government	Destination	Government
7100	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
7102	Destination	Government	Destination	Government
7103	Destination	Government	Destination	Government
7104	Destination	Government	Destination	Government
7200	Destination	Government	Destination	Government
7201	Destination	Government	Destination	Government
7202	Destination	Government	Destination	Government
7203	Destination	Government	Destination	Government
7204	Destination	Government	Destination	Government
9000	Destination	Government	Destination	Government
9001	Destination	Government	Destination	Government
9002	Destination	Government	Destination	Government
9003	Destination	Government	Destination	Government
9004	Destination	Government	Destination	Government

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 41 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

9100	Destination	Government	Destination	Government
9101	Destination	Government	Destination	Government
9102	Destination	Government	Destination	Government
9103	Destination	Government	Destination	Government
9104	Destination	Government	Destination	Government
9200	Destination	Government	Destination	Government
9201	Destination	Government	Destination	Government
9202	Destination	Government	Destination	Government
9203	Destination	Government	Destination	Government
9204	Destination	Government	Destination	Government

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 42 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

7000	9/28/2015 - 9/27/2016
7001	9/28/2015 - 9/27/2016
7002	9/28/2015 - 9/27/2016
7003	9/28/2015 - 9/27/2016
7004	9/28/2015 - 9/27/2016
9000	9/28/2015 - 9/27/2016
9001	9/28/2015 - 9/27/2016
9002	9/28/2015 - 9/27/2016
9003	9/28/2015 - 9/27/2016
9004	9/28/2015 - 9/27/2016

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

7000	9/28/2015 - 9/27/2016
7001	9/28/2015 - 9/27/2016
7002	9/28/2015 - 9/27/2016
7003	9/28/2015 - 9/27/2016
7004	9/28/2015 - 9/27/2016
9000	9/28/2015 - 9/27/2016
9001	9/28/2015 - 9/27/2016
9002	9/28/2015 - 9/27/2016
9003	9/28/2015 - 9/27/2016
9004	9/28/2015 - 9/27/2016

The periods of performance for the following Option Items are as follows:

7100	9/28/2016 - 9/27/2017
7101	9/28/2016 - 9/27/2017
7102	9/28/2016 - 9/27/2017
7103	9/28/2016 - 9/27/2017
7104	9/28/2016 - 9/27/2017
7200	9/28/2017 - 9/27/2018
7201	9/28/2017 - 9/27/2018
7202	9/28/2017 - 9/27/2018
7203	9/28/2017 - 9/27/2018

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 43 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

7204	9/28/2017 - 9/27/2018
9100	9/28/2016 - 9/27/2017
9101	9/28/2016 - 9/27/2017
9102	9/28/2016 - 9/27/2017
9103	9/28/2016 - 9/27/2017
9104	9/28/2016 - 9/27/2017
9200	9/28/2017 - 9/27/2018
9201	9/28/2017 - 9/27/2018
9202	9/28/2017 - 9/27/2018
9203	9/28/2017 - 9/27/2018
9204	9/28/2017 - 9/27/2018

Services to be performed hereunder will be provided at (insert specific address and building etc.)

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 44 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative
Mary C South, SSC-Atlantic
Building 196, 4th Floor
Washington, DC 20374
maria.kayser@navy.mil
240-645-7754

5252.232.9400 LIMITATION OF LIABILITY- INCREMENTAL FUNDING (JAN 1992)

This TASK order is incrementally funded and the amount currently available for payment hereunder is limited to \$17,427,246.96 inclusive of fee. It is estimated that these funds will cover the cost of performance through **28 April 2016**. Subject to the provision of the clause entitled Limitation of Funds (FAR 52.232-22) of the general provisions of this contract, no legal liability on the part of the Government for payment in excess of \$17,427,246.96 shall arise unless additional funds are made available and are incorporated as a modification to the TASK order.

<u>Estimated CPFF Total Base Year NTE*</u>	<u>Total Funded Amount</u>	<u>Unfunded Amount</u>
\$31,263,940.70	\$17,427,246.96	\$13,836,693.74

The contractor shall cite on each invoice/voucher, in addition to all other requirements of this contract/order, the contract line item number (CLIN); the contract subline item number (SLIN) and accounting classification reference number (ACRN) for the portion, or portions of work being billed as specified in the contract or delivery order. For each ACRN on the invoice/voucher, the contractor shall identify the amount being billed against that ACRN.

The SPAWAR Atlantic Ombudsman is Steven G. Harnig, (843) 218-4560.

This document provides funding for a severable service contract that crosses fiscal years in compliance with 10 U.S. Code 2410 (a). Therefore, this period of performance (for the base year) may not exceed 27 September 2016.

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 45 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

Cost Voucher

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Not Applicable

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table

<i>*Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	S1103A
Inspect By DoDAAC	N65236
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	
LPO DoDAAC*****	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

Line item specific: sequential ACRN order.

252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item,

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 46 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

Accounting Data

SLINID	PR Number	Amount
700001	1300528097	9998395.52
LLA :		
AE 1751804 5FIT 257 00039 0 050120 2D 000000		
Standard Number: OMN DC		
PR: 1300528097		
ACRN AE: Labor for PWS 3.2		
DOC: OMN DC		
COST CODE: A00003079078		
JON: BS-220015.0101010145		
700002	1300528099	81623.90
LLA :		
AG 1751804 12TA 252 41421 G 068892 2D XG0092		
Standard Number: OMN DC		
PR: 1300528099		
ACRN AG: Labor for PWS 3.2		
DOC: OMN DC		
COST CODE: 414215G2521Q		
NWA: 100001012472 0060		
700101	1300526420-0001	667044.38
LLA :		
AA 97X4930 NC1H 233 91001 0 050120 2F 000000		
Standard Number: WCF DC		
PR: 1300526420-0001		
ACRN AA: Labor for PWS 3.2		
DOC: WCF DC		
COST CODE: A10003062973		
NWA: 100000955404 0020		
700102	1300527885	195446.37
LLA :		
AC 97X4930 NH2A 251 77777 0 050120 2F 000000		
Standard Number: WCF DC		
PR: 1300527885		
ACRN AC: Labor for PWS 3.2		
DOC: WCF DC		
COST CODE: A00003077194		
NWA: OG-000001.030402		
700103	1300526728	586339.11
LLA :		
AS 97X4930 NH1C 252 77777 0 050120 2F 000000		
Standard Number: WCF DC		
PR: 1300526728		
ACRN AS: Labor for PWS 3.2		
DOC: WCF DC		
COST CODE: A00003068750		
NWA: 400000023646 0080		
700201	1300528099	3757166.40
LLA :		
AJ 1751804 12TA 252 41421 E 068892 2D CE0004		
Standard Number: OMN DC		
PR: 1300528099		
ACRN AJ: Labor for PWS 3.3		
DOC: OMN DC		
COST CODE: 414215E2521Q		
NWA: 100001012472 0040		
700202	1300528099	289012.80
LLA :		

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 47 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

AL 1751804 12TA 252 41421 G 068892 2D CG0123
Standard Number: OMN DC
PR: 1300528099
ACRN AL: Labor for PWS 3.3
DOC: OMN DC
COST CODE: 414215G2521Q
NWA: 100001012472 0070

700203 1300528099 240844.00

LLA :
AN 1751804 12TA 252 41421 G 068892 2D CG0076
Standard Number: OMN DC
PR: 1300528099
ACRN AN: Labor for PWS 3.3
DOC: OMN DC
COST CODE: 414215G2521Q
NWA: 100001012472 0050

700401 1300528099 915976.00

LLA :
AQ 1751804 12TA 252 41421 E 068892 2D CE0002
Standard Number: OMN DC
PR: 1300528099
ACRN AQ: Labor for PWS 3.4
DOC: OMN DC
COST CODE: 414215E2521Q
NWA: 100001012472 0030

900001 1300528097 389051.44

LLA :
AF 1751804 5FIT 257 00039 0 050120 2D 000000
Standard Number: OMN DC
PR: 1300528097
ACRN AF: ODC for PWS 3.2
DOC: OMN DC
COST CODE: A00003079078
JON: BS-220015.0101010145

900002 1300528099 3176.10

LLA :
AH 1751804 12TA 252 41421 G 068892 2D XG0092
Standard Number: OMN DC
PR: 1300528099
ACRN AH: ODC for PWS 3.2
DOC: OMN DC
COST CODE: 414215G2521Q
NWA: 100001012472 0060

900101 1300526420-0001 25955.62

LLA :
AB 97X4930 NC1H 233 91001 0 050120 2F 000000
Standard Number: WCF DC
PR: 1300526420-0001
ACRN AB: Travel for PWS 3.2
DOC: WCF DC
COST CODE: A10003062973
NWA: 100000955404 0020

900102 1300527885 7553.63

LLA :
AD 97X4930 NH2A 251 77777 0 050120 2F 000000
Standard Number: WCF DC
PR: 1300527885
ACRN AD: Travel for PWS 3.2
DOC: WCF DC
COST CODE: A00003077194
NWA: OG-000001.030402

900103 1300526728 22660.89

LLA :
AT 97X4930 NH1C 252 77777 0 050120 2F 000000
Standard Number: WCF DC

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 48 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

PR: 1300526728
ACRN AT: ODC for PWS 3.2
DOC: WCF DC
COST CODE: A00003068750
NWA: 400000023646 0080

900201 1300528099 142833.60

LLA :
AK 1751804 12TA 252 41421 E 068892 2D CE0004
Standard Number: OMN DC
PR: 1300528099
ACRN AK: ODC for PWS 3.3
DOC: OMN DC
COST CODE: 414215E2521Q
NWA: 100001012472 0040

900202 1300528099 10987.20

LLA :
AM 1751804 12TA 252 41421 G 068892 2D CG0123
Standard Number: OMN DC
PR: 1300528099
ACRN AM: ODC for PWS 3.3
DOC: OMN DC
COST CODE: 414215G2521Q
NWA: 100001012472 0070

900203 1300528099 9156.00

LLA :
AP 1751804 12TA 252 41421 G 068892 2D CG0076
Standard Number: OMN DC
PR: 1300528099
ACRN AP: ODC for PWS 3.3
DOC: OMN DC
COST CODE: 414215G2521Q
NWA: 100001012472 0050

900401 1300528099 84024.00

LLA :
AR 1751804 12TA 252 41421 E 068892 2D CE0002
Standard Number: OMN DC
PR: 1300528099
ACRN AR: ODC for PWS 3.4
DOC: OMN DC
COST CODE: 414215E2521Q
NWA: 100001012472 0030

BASE Funding 17427246.96
Cumulative Funding 17427246.96

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 49 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

H-350 REIMBURSEMENT OF TRAVEL COSTS (NOV 2005)

(a) Contractor Request and Government Approval of Travel

Any travel under this contract must be specifically requested in writing, by the contractor prior to incurring any travel costs. If this contract is a definite or indefinite delivery contract, then the written Government authorization will be by task/delivery orders issued by the Ordering Officer or by a modification to an issued task/delivery order. If this contract is not a definite or indefinite delivery contract, then the written Government authorization will be by written notice of approval from the Contracting Officer's Representative (COR). The request shall include as a minimum, the following:

- (1) Contract number
- (2) Date, time, and place of proposed travel
- (3) Purpose of travel and how it relates to the contract
- (4) Contractor's estimated cost of travel
- (5) Name(s) of individual(s) traveling and;
- (6) A breakdown of estimated travel and per diem charges.

(b) General

(1) The costs for travel, subsistence, and lodging shall be reimbursed to the contractor only to the extent that it is necessary and authorized for performance of the work under this contract. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor in accordance with the Federal Acquisition Regulation (FAR) 31.205-46, which is incorporated by reference into this contract. As specified in FAR 31.205-46(a) (2), reimbursement for the costs incurred for lodging, meals and incidental expenses (as defined in the travel regulations cited subparagraphs (b)(1)(i) through (b)(1)(iii) below) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the following:

- (i) Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;
- (ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or
- (iii) Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances in Foreign Areas" prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

(2) Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the contract, and contractor shall bill such travel time at the straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

(c) Per Diem

(1) The contractor shall not be paid per diem for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Per diem shall not be paid on services performed at contractor's home facility and at any facility required by the contract, or at any location within a radius of 50 miles from the contractor's home facility and any facility required by this contract.

(2) Costs for subsistence and lodging shall be paid to the contractor only to the extent that overnight stay is

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 50 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

necessary and authorized in writing by the Government for performance of the work under this contract per paragraph

(a). When authorized, per diem shall be paid by the contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate.

(3) Reimbursement to the contractor for per diem shall be limited to payments to employees not to exceed the authorized per diem and as authorized in writing by the Government per paragraph (a). Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel.

The departure day from the Permanent Duty Station (PDS) and return day to the PDS shall be 75% of the applicable per diem rate. The contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments, as required by the FAR 52.216-7 "Allowable Cost and Payment" clause of the contract.

(d) Transportation

(1) The contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the contract and is authorized in writing by the Government per paragraph (a).

(2) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.

Documentation must be provided to substantiate non-availability of coach or tourist if business or first class is proposed to accomplish travel requirements.

(3) When transportation by privately owned conveyance (POC) is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government per paragraph (a).

(4) When transportation by privately owned (motor) vehicle (POV) is authorized, required travel of contractor personnel, that is not commuting travel, may be paid to the extent that it exceeds the normal commuting mileage of such employee. When an employee's POV is used for travel between an employee's residence or the Permanent Duty Station and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance.

(5) When transportation by a rental automobile, other special conveyance or public conveyance is authorized, the contractor shall be paid the rental and/or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge). When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. Examples of such operating expenses include: hiring charge (bus, streetcar or subway fares), gasoline and oil, parking, and tunnel tolls.

(6) Definitions:

(i) "Permanent Duty Station" (PDS) is the location of the employee's permanent work assignment (i.e., the building or other place where the employee regularly reports for work.

(ii) "Privately Owned Conveyance" (POC) is any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation while on travel when such rental conveyance has not been authorized/approved as a Special Conveyance.

(iii) "Privately Owned (Motor) Vehicle (POV)" is any motor vehicle (including an automobile, light truck, van or pickup truck) owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation, that:

(a) is self-propelled and licensed to travel on the public highways;

(b) is designed to carry passengers or goods; and

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 51 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

(c) has four or more wheels or is a motorcycle or moped.

(iv) “Special Conveyance” is commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

(v) “Public Conveyance” is local public transportation (e.g., bus, streetcar, subway, etc) or taxicab.

(iv) “Residence” is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: Employee’s one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2: Employee’s one way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles. Upon completion of work, employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3: Employee’s one way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles. Upon completion of work, employee returns to residence, a distance of 15 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4: Employee’s one way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work, employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5: Employee’s one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).

EXAMPLE 6: Employee’s one way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

H-355 CONTRACTOR IDENTIFICATION (DEC 1999)

(a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

(b) Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with Government personnel by telephone or other electronic means.

H-359 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (NOV

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 52 of 56	FINAL
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2003)

(a) Definition.

“Confidential business information,” as used in this clause, is defined as all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such information secret, and (2) the information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Confidential business information may include technical data as that term is defined in DFARS §§ 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). It may also include computer software as that term is defined in DFARS §§ 252.227-7014(a)(4) and 252.227-7018(a)(4).

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors confidential business information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its confidential business information.

(c) Circumstances where SPAWAR may release the contractor’s or subcontractors’ confidential business information include the following:

(1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout.

(2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

(3) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in crafting performance work statements, assisting with the evaluation of task order cost/technical proposals and assembling performance metrics information.

(d) SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such information. SPAWAR will permit the limited release of confidential business information under paragraphs (c)(1), (c)(2) and (c)(3) only under the following conditions:

(1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1), (c)(2) and (c)(3),

(2) Access to confidential business information is restricted to individuals with a bona fide need to possess,

(3) Contractors, their subcontractors, and their employees who are granted access to confidential business information have signed an appropriate non-disclosure agreement requiring them to provide the same level of protection to confidential business information that would be provided by SPAWAR employees,

(4) Contractors and their subcontractors having access to confidential business information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to confidential business information that would be provided by SPAWAR employees, and

(5) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1), (c)(2) or (c)(3) have agreed under their contract or a separate non-disclosure agreement to not use confidential business information for any purpose other than performing the tasks described in paragraphs (c)(1), (c)(2) and (c)(3).

(e) SPAWAR’s responsibilities under the Freedom of Information Act are not affected by this clause.

(f) If SPAWAR satisfies the conditions listed in paragraph (d), the contractor and its subcontractors agree to indemnify and hold harmless the Government, its agents, and employees from every claim or liability, including

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 53 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

attorneys fees, court costs, and expenses, arising out of, or in any way related to, the misuse or unauthorized modification, reproduction, release, display, or disclosure of confidential business information provided by the contractor to the Government.

(g) The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of confidential business information.

ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000) (RESTATED FROM BASIC CONTRACT)

(a) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this contract may create a potential organizational conflict of interest on the instant contract or on a future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this contract. This prohibition shall expire after a period of three years after completion of performance of this contract.

(3) The prohibitions contained in subparagraphs (d)(1) and (d)(2) shall apply with equal force to any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may merge or affiliate, or any successor or assign of the Contractor. The terms of paragraph (f) of this Special Contract Requirement relating to notification shall apply to any release of information in contravention of this paragraph (d).

(e) The Contractor further agrees that, during the performance of this contract and for a period of three years after completion of performance of this contract, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any system, component or services which is the subject of the work to be performed under this contract. This exclusion does not apply to any recompetition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the SeaPort/Task Order Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for systems, components or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 54 of 56	FINAL
----------------------------------	----------------------------	------------------	-------

shall make immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action which the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the SeaPort/Task Order Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract/Task Orders for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer, the Government may terminate this contract/task orders for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The SeaPort/Task Order's Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to the United States Government its product lines in existence on the effective date of this contract; nor, shall this requirement preclude the Contractor from participating in any research and development or delivering any design development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law or elsewhere included in the basic contract or this task order.

(n) Compliance with this requirement is a material requirement of the basic contract and this task order.

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 55 of 56	FINAL
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SECTION I CONTRACT CLAUSES

09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

FAR CLAUSES INCORPORATED BY REFERENCE:

52.219-14 LIMITATIONS OF SUBCONTRACTING (DEC 1996)

52.219-6 NOTICE OF SMALL BUSINESS SET-ASIDE (JUN 2003)

DFARS CLAUSES INCORPORATED BY REFERENCE:

252.245-7001 TAGGING, LABELING AND MARKING OF GFP

252.245-7002 REPORTING LOSS OF GOVERNMENT PROPERTY

252.245-7003 CONTRACTOR PROPERTY MANAGEMENT SYSTEM ADMINISTRATION

252.245-7004 REPORTING, REUTILIZATION AND DISPOSAL

CONTRACT NO. N00178-11-D-6682	DELIVERY ORDER NO. V701	PAGE 56 of 56	FINAL
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SECTION J LIST OF ATTACHMENTS

Attachment 2 Prime Cost Summary Format

Attachment 2A Subcontractor Cost Summary Format

Attachment 3 QASP

Attachment 4 T-CDRLs

Attachment 5 OCI Statement

Attachment 7 SGFP

Attachment 1A and 1B Contract Reference Data Sheets

Attachment 6: Past Performance Questionnaire

Attachment 8: Labor Category Descriptions